**Date:** [Date]

**To:** [Employee Name]
**Position:** [Job Title]
**From:** [Manager Name]
**Subject:** Follow-Up: Performance Improvement Plan and Review Meeting

Dear [Employee Name],

This letter serves as a formal follow-up to our performance review meeting held on [Date]. During this meeting, we discussed that your current performance in your leadership role does not meet the expected standards for the [Department/Division] at [Company Name].

Specifically, the following areas require immediate and sustained improvement:

- [Requirement 1: e.g., Strategic Goal Alignment]
- [Requirement 2: e.g., Team Productivity/KPIs]
- [Requirement 3: e.g., Budget Management or Leadership Communication]

As a result of these deficiencies, you are being placed on a Performance Improvement Plan (PIP), effective immediately, for a period of [Number] days. Attached to this letter is the detailed PIP document outlining specific objectives, required actions, and the support that will be provided to you during this period.

We will meet on a [Weekly/Bi-weekly] basis to review your progress. The first follow-up meeting is scheduled for [Date/Time].

Please understand that as a member of the management team, your role is critical to the success of the organization. While it is our goal to support you in achieving these performance standards, failure to demonstrate significant and consistent improvement by the end of the PIP period may lead to further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received this letter and that we have discussed the contents and expectations.

Sincerely,

[Manager Signature]

[Manager Name]
[Manager Title]

**Acknowledgment of Receipt:**

Employee Signature: _____ Date: _____